



Job Title: Grant Specialist for Strategic Partnerships
Department: Grants and Community Investments
Reports to: Vice President for Grants and Community Investments

Position Overview

The role of the Grants and Community Investments team is to provide leadership, partnership, and philanthropic strategy at the local, regional, and statewide levels through **grants, investments, and community engagement**. Grants Specialist positions at the Vermont Community Foundation hold a vital role on behalf of fundholders, partners, and the Foundation's own grantmaking. The Community Foundation has a team of grants specialists, each of whom will hold a different body of work related to the Foundation's grants processing, compliance and due diligence, tracking, coding, analysis, and reporting.

The Grants Specialist for Strategic Partnerships is responsible for the Foundation's grantmaking through scholarships, supporting organizations (McClure, Let's Grow Kids, Addison Community Athletics Foundation, The Curtis Fund), and through special projects. This portfolio of grantmaking is approximately \$10-12 million dollars in grant awards per year. This position will also provide support and back up responsibilities for the Grants Specialist for Community Programs and Research and the Grants Specialist for Charitable and Nonprofit Funds.

This position reports directly to the Vice President for Grants and Community Investments and is primarily responsive to external partners. This role requires a high degree of comfort working with the Foundation's strongest public and private partners and funders, excellent customer service, project management, and detail orientation. Operational responsibilities include processing grants, database management, compliance, reporting, and data analysis. The position is part of a team that directs the Foundation's programmatic approach to grantmaking and works in close collaboration with members of the Finance and Operations department to ensure data and systems' consistency and integration.

Specific program lead staff with whom this position will work closely will include:

- Supporting organization grantmaking staff
- Program Manager and Compliance Officer for Health Disparities
- Program Officer for corporate giving
- Philanthropic advisors
- External partners

Essential Functions

- Coordination on activities, grants management, and record keeping related to all special projects/initiatives with key staff from Grants and Community Investments team, Philanthropy team, and Finance and Operations team.
- Administer each grant round's application, evaluation, and award decision-making process. Perform due diligence for all grantees, process grants within the Foundation's database (FIMS), and draft and send award letters.

- Process all grants related to organizations and special projects, including database entry and coding, preparation of internal forms, copying and distribution of checks and letters, exporting and mail merging letters and reports, and managing grantee acknowledgement processes.
- Process all grants related to scholarships throughout the year on behalf of the Foundation.
- Support the Grants and Community Investment team's learning and evaluation system to define impact areas, progress, and lessons learned to advance philanthropy in Vermont.
- Work directly with grantseekers via phone and email to answer questions and provide clarification of the Foundation's overall grantmaking priorities, direction regarding application procedures, and feedback on proposals.
- Work directly with external partners, such as Vermont State agency staff, or philanthropic advisors and fundholders to manage grants program, deadlines, design, and implementation.
- Works directly with other grants specialists to cross train and support both donor advised fund grantmaking and discretionary grantmaking and tracking.
- Assists in the reporting, data analysis, and grant information tracking as requested by the Grant and Community Investment, Philanthropy, and Communications teams
- Provide technical support and training for internal staff, applicants, grantees, and online evaluators regarding the use of the online grants management software.
- Provides support and evaluation of processes and procedures on a regular evaluation schedule on an annual or biannual basis.

Skills

- Communicate effectively with applicants, grantees, internal staff, and Vermont Community Foundation committee members for competitive grant rounds
- Ability to input, manage, and distribute grants for the Foundation's competitive grants, and back up for non-competitive grants
- Ability to maintain a variety of paper and electronic files, managing coding, and tracking
- Effectively use various computer software and data bases, word processing, and other programs to enter and update data, process grants, and produce detailed reports as needed
- Ability to understand complex cross-functional systems
- Commitment to improving systems to increase efficiency and effectiveness
- Comfort and ease in diverse social settings
- Ability to follow through on commitments
- Demonstration of innovative strategic thinking and planning skills
- Respect for colleagues, donors, and community partners
- Excellent organizational, clerical, and time management skills
- Excellent communications and customer service skills
- Initiative and ability to work independently
- Commitment to collaboration, teamwork, and personal growth

Qualifications

- Grants processing and/or accounts payable experience
- Nonprofit experience
- Experience developing and/or improving computer-based administrative systems
- Superior computer and internet skills, including extensive use of databases, Microsoft office and mail merges

Location

Due to the pandemic, the Community Foundation is currently working remotely. We anticipate a return to in-person work when it is deemed safe to do so.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.